

Search for a Contractor — Criteria

Overview

The Maintenance and Utilization module Contractor process provides the ability to add, update or delete contractor information for personnel who receive Government-Furnished Property (GFP) or are responsible for warranties and manage entities that receive GFP assets by tracking furnished warranty, service, subscription and maintenance agreements.

Navigation

Master Data > Contractor > Contractor Search Criteria page

Procedures

Search for a Contractor

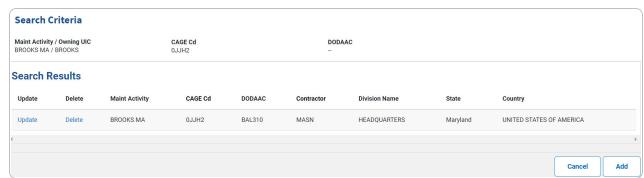
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.





2. Select Search . The Contractor Search Results page appears.





Add a Contractor

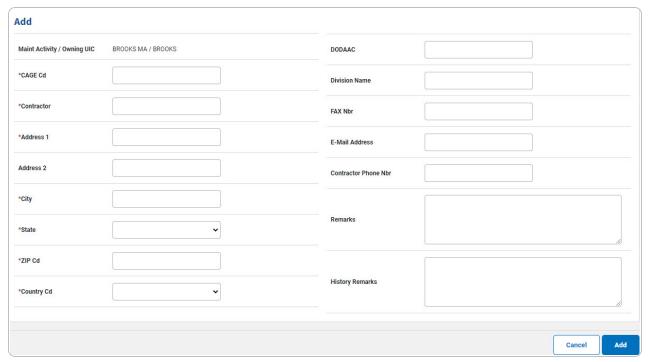
Navigation

Master Data > Contractor > Search Criteria > Add > Contractor Add page

Procedures

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Contractor Add** page appears.



- **A.** Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- **B.** Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*
- **C.** Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- **D.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*



- **E.** Use to select the State.
- **F.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- **G.** Use to select the Country Cd.
- 2. Select . The **Contractor Transaction Status** page appears.





Update a Contractor

Navigation

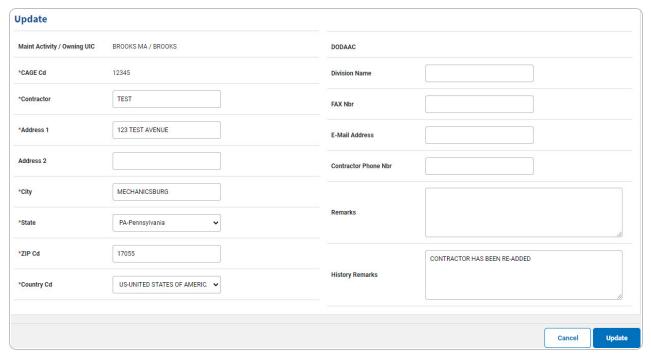
Master Data > Contractor > Search Criteria > Search Results > Update hyperlink > Contractor Update page

Procedures

Update a Contractor

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Update hyperlink. *The Contractor Update* page appears.





A. Verify the CAGE CD.

Note

The **CAGE CD** cannot be updated. If the CAGE CD was entered in error, the incorrect Contractor record must be deleted and a new record created.

- **B.** Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- **C.** Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
- **D.** Update the City, entering the revised location in the field provided. *This is a 22 alpha-numeric character field.*
- **E.** Update the State, using to select the desired state.
- **F.** Update the ZIP CD, entering the desired code in the field provided. *This is a 10 alphanumeric character field.*
- **G.** Update the Country Cd, using * to select the desired code.
- 2. Select Update . The Contractor Transaction Status page appears.





Delete a Contractor

Navigation

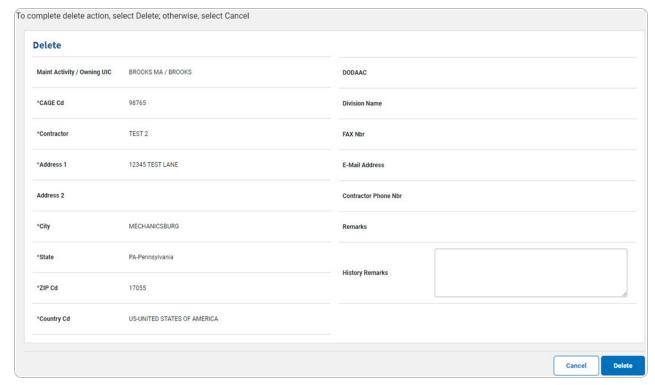
Master Data > Contractor > Search Criteria > Search Results > Delete hyperlink > Contractor Delete page

Procedures

Delete a Contractor

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Delete hyperlink. *The Contractor Delete page appears.*



- **1.** Verify the CAGE CD.
- 2. Verify the Contractor.





- **3.** Verify the Address 1.
- **4.** Verify the State.
- **5.** Verify the ZIP CD.
- **6.** Verify the Country CD.
- 2. Select Delete . The Contractor Transaction Status page appears.